

## Position Description

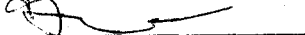
**Labor Category/FLSA:** E

     Current      Proposed Specific Description

**Date Prepared:** 07/08/03

**Approving**

**Official:**      **Name:** Connie Williams  
                    **Title:** HR Specialist

**Signature:** 

**Standards Used:** Boiler Plant Operator, WG-5402, dated March 1991; Federal Wage System Job Grading Standard for Supervisors, dated December 1992y

**Position/Title/Series/Grade:** Supervisory Boiler Plant Operator, WS-5402-13

The incumbent of this position is responsible for planning, coordinating and directing the work of tradesmen/crafts in the following fields: boiler plant operator, maintenance mechanic, and high voltage electrician. He/she directs and coordinates the repair, alteration, operation and preventive maintenance on all systems and equipment located in the NIH Power Plant. While other types of work is required of the position, the duties and responsibilities of the position is dominant as a boiler plant operator since the work involves the operation and operational maintenance of single and multiple fuel water or fire tube boilers and associated auxiliary and control equipment. The boilers operate at various pressures and temperatures to produce steam or high temperature hot water to heat buildings, to operate industrial facilities and equipment. Based on this assessment the position is appropriately titled Boiler Plant Operator.

Work assignments are given leaders and subordinate supervisors in the form of oral and written instructions. He/she makes sure workloads are balanced for the 24/7 operation and long range work requirements. Changes operating instructions and work scheduled in order to improve the operation of the plant

He/she supervises the work operations of 45-55 employees consisting of boiler plant operators, maintenance mechanics and high voltage electricians at various grade levels. The incumbent is responsible for all personnel matters which include recommending promotions, evaluating performance, recruitment, recommending awards, taking adverse/disciplinary action, adhering to EEO police, guidelines and procedures, developing an affirmative action plan, etc. These supervisory duties meet the description of supervisor as outlined in the FWS Supervisory Standard.

In accordance with the FWS Supervisory Standard, grades are determined by the (1) Nature of Supervisory Responsibility, (2) Level of Work Supervised, and (3) Scope of Work Operations Supervised.

Under Factor 1 this position meets the A-3 level since the incumbent uses leaders and subordinate supervisors to schedule and assign work and issue instructions. **(75 points)**

Under Factor 2 the occupations covered are unrelated (boiler plant operator, maintenance mechanic, and high voltage electrician) at grade levels 8-11. Therefore, Level B-4 is assigned. **(60 points)**

Factor 3 equates to the C-3 level since the subordinate employees are located in more than one work area and the assignments times vary. **(30 points).**

**Total points = 165.** Page 21 of the standard indicates that this point level equates to Level E. On page 22 the highest nonsupervisory job is WG-11. When combine the two the scope of work equals a GS-13.

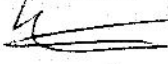
Based on the above assessment, this position is properly titled Supervisory Boiler Plant Operator, WS-5402-13.

# FEDERAL WAGE SYSTEM SUPERVISORY EVALUATION FORM

(For use w/the FWS Job Grading Standard for Supervisors)

<b>Title/Series/Grade</b> Supervisory Boiler Plant Operator, WS-5402-13	<b>PD Number</b>
<b>Organizational Location:</b> Division of Engineering Services, Division of Property Management	

## EVALUATION FACTORS

<b>Factor I - Nature of Supervisory Responsibility</b>	<b>Situation Level:</b> <u>3</u>
<b>Factor II - Level of Work Supervised</b>	<b>Primary Occupation:</b> Boiler Plant Operator <b>Highest Nonsupervisory Grade Level:</b> 11
<b>Factor III - Scope of Work Operations Supervised</b>	<b>Subfactor A:</b> 3 <b>Subfactor B:</b> 4 <b>Subfactor C:</b> 3 <b>POINT CONVERSATION LEVEL:</b> E
<b>GRADE ADJUSTMENT(S) JUSTIFICATION:</b>	
<b>FINAL GRADE:</b> WS-13	<b>SPECIALIST:</b>  <b>DATE:</b> 7/8/03

## Boiler Plant Operator Supervisor WS-5402-13

### Introduction

The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position requires the incumbent to be flexible in the types and complexity of work performed. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work.

The Central Utilities is responsible for management of the utility services program at NIH. This includes the operation and maintenance of the central boiler plant, central air conditioning plant, and all underground utility distribution and collection systems. Other related functions include environmental compliance, energy and water management, utility budgeting, metering of utility consumption, planning for utility system expansion, and permitting of new connections and alterations to the utility systems. The facility and utility operations and maintenance program is complicated, and critical elements are intensified by aging equipment and buildings, rapidly expanding and changing utility requirements, aging support infrastructure, unpredictable purchased utility prices, rapidly changing legislation and federally mandated programs and to a large extent by the complexity of the various missions being supported.

### Duties

Incumbent is responsible for the planning, coordination and direction of the work of the craft activities located at the central plant and Poolesville. Directs the accomplishment of assigned work operations of approximately 45-55 employees consisting of boiler plant operators (start, operate, adjust, stop, etc., various operational repairs on single or multiple fuel power boilers and associate auxiliary and pollution control equipment), maintenance mechanics and workers (maintenance and repair of grounds, exterior structures, buildings and related fixtures and utilities), and high voltage electricians and helpers (installation, testing, repairing high voltage electric power controlling equipment and/or distribution lines).

Directs and coordinates the repair, alteration, operation and preventive maintenance program and supervises the performance of scheduled and recurring maintenance on all systems and equipment in the central plant and the high voltage distribution system. Work assignments are given to operating shift leaders (shiftheads) and subordinate supervisors in the form of oral and written instruction that give work requirements, deadlines and sequential order. Incumbent ensures workloads are balanced especially for shift personnel on round-the-clock operations to meet the daily and long-range work requirements. When the need arises, prepares or changes operating instructions and work schedules to improve the operation of new or existing equipment and systems. Periodically reviews the equipment and plant operating logs to evaluate the efficiency of operations ensure the plant operating procedures and policies are being followed. Coordinates the work schedules and operating groups to meet the instantaneous demands of the campus and operates the plant in the most efficient and economical manner.

Incumbent participates with supervisor in the planning and scheduling of quarterly, semi-annual and annual equipment operations and outages based on weather conditions, time of year, research activities, scheduled building or distribution system outages, and other problems that may arise. Coordinates boiler maintenance and inspection schedules as well as refrigeration repairs and maintenance during the heating and cooling seasons to ensure adequate redundancy while some equipment is out of service. Oversees and coordinates the work of and serves as a liaison with contractors, construction representatives/inspectors, engineers, and safety personnel. Reviews modifications and/or alterations to equipment. Advises supervisor on the applicability of the additions/alterations or the need to change operating procedures or policy to improve the efficiency and reliability of utility production. Notifies supervisor of need for required changes to plant equipment, location, operation, etc. and implements changes, when approved. Makes inspection of systems and utilities and generates work requests for engineering, contractor and personnel to support and maintain the utility systems.

Incumbent evaluates performance of subordinate supervisors and working leaders and makes formal appraisal of performance. Reviews performance appraisals initiated by subordinate supervisors. Determines training requirements and provides on-the-job training for all subordinate supervisors. Approves leave schedules for subordinate supervisors and leaders, and recommends promotions, awards and disciplinary actions as required.

Participates at meetings on matters concerning labor and EEO relations. Actively promotes and implements affirmative action, where appropriate. Responsible for the preparation and/or consolidation of periodic activity reports and records for PMs, service calls, equipment efficiency, and fuel use. Reviews production and cost records, employee performance appraisals and operating records to ensure subordinate supervisors and leaders understand and apply safety regulations, and the incentive and suggestion awards program within the policies and procedures established.

### **Supervision and Guidance Received**

The incumbent receives general instructions from the supervisor but is expected to provide supervision and oversight that will ensure continued operation and maintenance of the central utility plants with a minimal specific direction. Duties are conveyed through written and oral

instructions as well as standing instructions and operating procedures. Incumbent is responsible for the plant's performance in accordance with regulations, policies, and goals. Supervisor gives advice, instructions and guidance, when needed, on new or changed operating policies and procedures and discusses the interpretation and application of existing guides. Operating guidelines include instructions, memos, letters, technical practices of the trade, and verbal and established operating instructions. Work is reviewed periodically through observation, discussions, and analysis of completed assignments. In times of emergency, incumbent is expected to promptly take action to ensure plant is in continuous operation.

### **Other Significant Factors**

#### **Knowledge**

Incumbent possesses the knowledge, skills and experience required to oversee and direct the operation and maintenance activities under his supervision in an effective manner to maintain continuous operation. Has a thorough operating knowledge of all major and auxiliary equipment in the steam, refrigeration and compressed air systems including meters and instrumentation. Is knowledgeable in the fundamentals of combustion, air handling, electrical and pneumatic controls, water treatment and air pollution control. Possesses skills and experience in the maintenance and repair of all equipment and systems. Incumbent is familiar with the operation and maintenance requirements of the NIH high voltage systems including plant electrical equipment and systems. Must be articulate in written and oral communications and possess demonstrable supervisory capabilities. Is able to give briefings, conduct training sessions, and prepare written reports and operating instructions.

#### **Working Conditions**

Works both inside and outside and is subject to exposure to heat, moisture, sleet, snow, dirt, and high levels of noise. Is exposed to the hazards of moving, belted and rotating equipment, working at high elevations and subject to electrical shock, falls, slips, oil and gaseous fumes. Must wear safety equipment consistent with job requirements.

#### **Physical Efforts**

Work requires continuous stooping, bending, reaching and working in damp and tight crawl spaces. Must be agile to pass through tight boiler passageways, drums, and breeching to perform inspections. Occasionally may be required to open and close large high pressure steam and water valves and lift objects weighing up to 50 pounds.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age or handicap. Specifically, as supervisor, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: 1) merit promotion of employees and recruitment and hiring of applicants; 2) fair treatment of all employees; 3) encouragement and recognition of employee achievement; 4) career development

of employees; and 5) full utilization of their skills. The incumbent, in conjunction with his/her supervisor, develops an affirmative action plan for the area supervised including appropriate objectives and goals; and monitors and periodically assesses progress. Keeps informed of, supports, and communicates to employees EEO policies, plans, and programs. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists, and training resources in conducting these responsibilities. Incumbent will be appraised on the effectiveness of his/her EEO performance.